

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE To be Submitted to the Records Management Division Hall of Records Commission

 SCHEDULE
 NO. **C 303**

 PAGE
 NO. **1**

1. Requesting Agency

HARFORD COUNTY

2. Division or Bureau of Requesting Agency

TREASURER*(Cards made)*

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	TAX ROLL BOOKS Size: 17½" x 24½" x 3" Quantity: 18 vols. Dates: 1962... File Arrangement: Separate volumes for each election district or incorporated subdivision, entries therein alphabetical by surname of property owner These volumes are lists of taxes to be collected and are prepared by the data processor to facilitate receipts. The entries duplicate those of the Assessment Record, Sched. C-294, Item 1. The Assessment Record is retained permanently. RECOMMENDATION: RETAIN FOR FIVE YEARS, OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.	
2	TAX SALE BOOK Size: 10" x 15" x 2" Dates: 1917... File Arr.: Chronological This is a record of sales and redemptions of property in default of taxes, giving a description of the property, the owner, the years for which taxes are due, the liber and folio of recordation in the Assessment Records, the amount due in taxes, interest, and cost of sale, and the date of sale or redemption. RECOMMENDATION: RETAIN PERMANENTLY.	
3	MOTOR VEHICLE REGISTRATIONS (COUNTY COPY) Size: 2" x 3"	

(continued)

7. Agency, Division or Bureau Representative

Katherine E. Anderson
 Signature

Treasurer
 Title

May 2, 1967
 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

MAY 23 1967

Date

Marion S. Radloff
 Archivist
JUN 20 1967

Date

Leedman H. H. H.
 Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C 303
PAGE
NO. 2

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
3 (cont.)	<p>Quantity: 4 cartons and 30 cu. ft. Dates: 1940... File Arr.: Chronological within incorporation district</p> <p>These are heavy paper stock cards, or stubs, which are part of the annual motor vehicle registration forms of the Department of Motor Vehicles. The stubs are sorted by the registrant's county of residence, to support State transmittals of the County's share of the registration fees. The county sorts the stubs by incorporation District. These stubs duplicate information in Dept. of Motor Vehicles files; the extra copy provides an administrative mechanism for sorting and checking the amounts due and forwarded to the county.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.</p>	
4	<p>DOG LICENSE RECEIPTS STUBS</p> <p>Size: Quantity: 173 vols., plus 12 cu. ft. Dates: 1938... File Arr.: By receipt number Audit: Annual outside audit</p> <p>The duplicate of the Dog License Receipt remains in the book; it shows the serial number, date, license number, and amount received, name and address of the owner, breed, color and sex of the dog, dog's name, and signature of the Treasurer. Licenses are renewable annually.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.</p>	
5	<p>GENERAL CORRESPONDENCE</p> <p>Size: 8½" x 11", 8½" x 14" Quantity: 10 cu. ft., plus 1 document file Dates: 1931... File Arr.: Alphabetical, by name of correspondent</p> <p>This file is composed of correspondence relating to tax matters, forms, filing of returns, tax sales, transfers, and other routine correspondence of the office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL ADMINISTRATIVE AND AUDIT VALUE CEASES, WHICHEVER IS LATER, THEN DESTROY.</p>	

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 303PAGE
NO. 3

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
6	INCREASE AND DECREASE NOTICES (Abatements and Not in Levy) Size: 7" x 3", 8½" x 11" Quantity: 4 cu. ft. plus 1 carton, 780 sheets Dates: 1940... File Arr.: Chronological Audit: State and outside, annually When there is an increase or decrease in a property assessment, the Supervisor of Assessments forwards notice of the change to the Board of County Commissioners and to the Treasurer, so that the necessary adjustments may be made in the Commissioners' Assessment Books and in the Treasurer's Tax Roll Books. The notices show the name and address of the taxpayer, the date and the levy year, the district number, a description of the property, the assessment, and the tax share for the State and for the County. RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.	
7	TAX BILLS (Tax Receipts File) Size: 8½" x 4½", 8½" x 4" Quantity: 250 vols. plus 59 cu. ft. Dates: 1940... File Arr.: Alphabetical, by name of taxpayer within district Audit: State and outside, annually This series consists of the second copy of tax bills which were prepared in triplicate for tax payments: The original for the taxpayer, one copy for the Treasurer's file after posting to the Tax Roll Books, and one copy to be retained in the receipt book. Each bill and receipt shows the name of the taxpayer, the serial number, the date, the district number, the levy year, the County and State shares of taxes and interest, and the total amount. RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.	
8	TRAILER CAMP LICENSES Size: 8½" x 7" Quantity: 300 sheets Dates: 1955... File Arr.: Numerical This is a copy of Trailer Camp Licenses, giving name of camp owner, address of trailer camp, and the number of available spaces. RECOMMENDATION: RETAIN FOR THREE YEARS AFTER LICENSE EXPIRES OR ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.	
9	BUILDING PERMIT RECEIPT BOOKS Size: 9½" x 11½" Quantity: 2 cu. ft. Dates: 1959... These receipts are in bound book form, giving owner's name, building permit number, amount, and date paid.	(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. C 303PAGE 4
NO.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
9 (cont.)	RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.	
10	<p>GENERAL ACCOUNTING RECORDS</p> <p>Quantity: 6 cu. ft. Dates: 1940... Audit: Annual outside audit and State audit of selected series File Arr.: Chronological</p> <p>The permanent books of account are listed on the schedule for the office of the Clerk of the County Commissioners, Sched. C-Items 12 and 13.</p> <p>Other accounting records generally found in county agencies, including local and State forms, are composed of all or some of the following, all of which are subject to the recommendation below:-</p> <ul style="list-style-type: none"> Bank books, statements, and deposit slips Cancelled checks, check copies, and check stubs Reconciliation and trial balance sheets Budget papers and work sheets Requisitions and purchase orders Delivery orders and receipts Paid bills, vouchers and invoices, with attached papers Receipt books and receipt copies, including tax receipts Monthly, quarterly, and annual financial reports to local and State agencies Gasoline withdrawal tickets and mileage reports Pay and Receiving Warrangs and Transmittals Payroll exceptions Leave Record Cards, except the last card prior to termination of service Master Authorization Cards Withholding forms and statements (local, State, and Federal) <p>RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.</p>	